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Aerospace Medicine

HAZARD COMMUNICATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 48-1, Aerospace Medicine Program, and provides information specific to the implementation of Title 29, Code of Federal Regulations, Part 1910.1200, Hazard Communication, and Air Force Occupational Safety and Health (AFOSH) Standard (Std) 161-21, Hazard Communication, at Misawa Air Base, Japan. It applies to all military and civilian personnel assigned to or attached to the 35th Fighter Wing and all associate units.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Objective.

1.1. This instruction is intended to reduce chemically induced occupational illnesses and injuries by informing employees of associated hazards and proper preventative measures to take when using or handling hazardous material.

2. Responsibilities.

2.1. General responsibilities for units involved in the hazard communication (HAZCOM) program are found in AFOSH Std. 161-21. Specific responsibilities regarding implementation of this program are addressed below:

2.2. Bioenvironmental Engineering Flight (35 AMDS/SGPB).

2.2.1. Determine compliance with hazard communication program during routine industrial hygiene surveys or as requested by work center supervisor.

- 2.2.2. Maintain the material safety data sheet (MSDS) master file of all chemicals as required by AFOSH Std. 161-21.
- 2.2.3. Assist supervisors in obtaining MSDS for chemicals used in the work center.
- 2.2.4. Evaluate new supply chemical products and processes for hazardous materials.
- 2.2.5. Determine potential health hazards presented by the hazardous material and assign the proper issue exception code.

2.3. Base Supply (35 SUPS/LGS)

2.3.1. Operate the Hazardous Material Pharmacy (HAZMART) in accordance with AFI 32-7086, Hazardous Materials Management. HAZAMRT will:

- 2.3.1.1. Provide assistance to customers in obtaining MSDS as requested when issuing hazardous material.
- 2.3.1.2. Maintain list of chemicals authorized for use by work centers.
- 2.3.1.3. Do not accept receipt of any hazardous material which is not properly labeled in accordance with AFOSH Std. 161-21 or for which there is no MSDS on file.
- 2.3.1.4. Forward copies of all MSDSs received and not loaded in the Hazardous Materials Information System (HMIS) to BEF for inclusion in the Master file.

2.3.2. Customers will be referred to the HAZMART for all local purchase requests of hazardous materials. HAZMART will utilize the Air Force- Environmental Management Information System (AF-EMIS) to forward the request to BEF, SEG and the Civil Engineer Environmental Flight (CEV) for review and approval. This is accomplished before forwarding the request to contracting

2.4. Public Health (35 AMDS/SGPM)

- 2.4.1. Conduct “train the trainer” program of the Air Force HAZCOM program.
- 2.4.2. As requested, assist work center supervisors in training their personnel.
- 2.4.3. Approve training content and methods.
- 2.4.4. Maintain proactive disease and injury surveillance program to know the status of worker safety and health outcomes.

2.5. Wing Ground Safety (35 FW/SEG)

- 2.5.1. Incorporate the elements of the hazard communication program into the requirements reviewed under the annual safety inspection/evaluation and no-notice “spot” inspection programs prescribed by AFI 91-202. The compliance checklist (**Attachment 3**) can be used during these inspections.
- 2.5.2. Inform the work center supervisor and Bioenvironmental Engineering Flight (BEF) of any discrepancies noted during inspections of HAZCOM compliance.

2.6. Contracting Services (35 CONS/LGC):

- 2.6.1. Comply with requirements of AFOSH Std. 161-21 when contracting with United States firms and Japanese Environmental Governing Standards (JEGS) when contracting with Japanese firms.

2.6.2. Ensure that MSDSs are included in any resultant contract and that BEF is included on the contract distribution list.

2.7. Unit Occupational Health Coordinators:

2.7.1. Maintain a file of all regulations and directives pertaining to the HAZCOM program. Receive guidance from Public Health (PH) on how to provide training for work area specific hazards to those in the work center.

2.7.2. Keep commanders informed on the status and operation of the HAZCOM program in their group.

2.8. Commanders:

2.8.1. Ensure that the work area hazard communication binder is maintained in each workplace where hazardous chemicals are used. Make binders available to contractors working in or around their facilities when requested.

2.8.2. Ensure all personnel, both military and civilian, are fully trained on the HAZCOM program within 30 days of assignment to work area with guidance from PH, and all training is documented in accordance with AFOSH Std. 161-21.

2.9. Workplace Supervisors:

2.9.1. Maintain a hazard communication binder in the format outlined in [Attachment 2](#).

2.9.2. Ensure specific procedures for handling or using hazardous chemicals are briefed to workers.

2.9.3. Conduct an annual compliance self-inspection using [Attachment 3](#). File completed self-inspection checklist in Tab F of the work center hazard communication binder.

2.9.4. Review the MSDS as needed to ensure the most current are available to workers.

LOYD S. UTTERBACK, Brig Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

29 CFR, Part 1910.1200, Hazard Communication

AFOSH Std. 48-145, Occupational Health Program

AFOSH Std. 161-21, Hazard Communication

DODM 6050.5, Hazardous Materials Information System Procedures

Federal Standard 313, Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities

Abbreviations and Acronyms

AB—Air Base

AFOSH—Air Force Occupational Safety and Health

AMDS—Aerospace Medicine Squadron

BEF—Bioenvironmental Engineering Flight

JEGS—Japanese Environmental Governing Standards

HAZCOM—Hazard Communication

HMP—Hazardous Material Pharmacy

MSDS—Material Safety Data Sheet

PH—Public Health

Std—Standard

Attachment 2

WORK CENTER HAZARD COMMUNICATIONS PROGRAM BINDER

Table of Contents

Tab A:

A1. AFOSH Std. 161-21

A2. FWI 48-102

Tab B:

Hazardous chemical inventory. The chemical inventory will consist of the following:

B1. National Stock Number

B2. Manufacturer

B3. Usage Rates

B4. Nomenclature

B5. Part Number and Military Specification

Note: The chemical inventory will be updated every time a new chemical is introduced in the shop and every time a chemical is deleted from the shop. This inventory must be available for the BEF to review when requested.

Tab C:

The most current Bioenvironmental Engineering Industrial Hygiene survey letter.

Tab D:

MSDSs or a cross-reference indicating their location (must be within the work center).

Tab E:

E1. List of all non-routine tasks (jobs performed less than quarterly).

E2. Operating instructions for non-routine tasks or a cross-reference indicating their location.

Tab F:

Last Annual Self-Inspection (Hazard Communication Program Compliance Checklist).

Attachment 3**HAZARD COMMUNICATION PROGRAM COMPLIANCE CHECKLIST**

Specific Compliance Requirements with References

A3.1. Hazard Communication Binder:

A3.1.1. Does work center have hazard communication binder set up with tabs A-F (FWI 48-102, paragraph 2.9.)?

A3.1.2. Does Tab A contain:

A3.1.2.1. AFOSH Std. 161-21, Hazard Communication

A3.1.2.2. FWI 48-102, Written Hazard Communication Program

A3.1.3. Does Tab B contain the chemical inventory that lists:

A3.1.3.1. Manufacturer

A3.1.3.2. Nomenclature

A3.1.3.3. Part number/military specification

A3.1.4. Does Tab C contain the most recent BEF survey letter?

A3.1.5. Does Tab D contain all the required MSDSs or a cross-reference indicating their location (FWI 48-102, paragraph 2.9.)?

A3.1.6. Does Tab E contain:

A3.1.6.1. List of all non-routine tasks (jobs performed less than quarterly)

A3.1.6.2. Operating instructions for non-routine tasks or cross-reference indicating their location

A3.2. Training:

A3.2.1. Have supervisors received supervisory training from PH (AFOSH Std. 161-21, paragraph 5e)?

A3.2.2. Have supervisors annotated on AF Form 55, Record of Training, (AFOSH Std. 161-21, paragraph 5e)?

A3.3. Labeling: Has the supervisor ensured all hazardous material containers are labeled properly (AFOSH Std. 161-21, paragraph 5d)?

A3.3.1. Are labels marked with product name?

A3.3.2. Are labels marked with name of manufacturer?

A3.3.3. Are labels marked with manufacturer's address?

A3.3.4. Are labels marked with manufacturer's phone number?

A3.3.5. Are labels marked with hazard warnings?

A3.4. Worker Knowledge:

A3.4.1. Can personnel in the work center describe what the hazard communication program is and identify the location of the work center hazard communication binder?

A3.4.2. Can randomly selected personnel demonstrate how to print an MSDS from the hazardous material information system?